



## SPECIAL INSPECTION AGREEMENT (SI-3)

To permit applicants of projects requiring special inspection and/or testing per Chapter 17 of the 2003 International Building Code (IBC)

Project Name/Address: \_\_\_\_\_ Plan Ck. # \_\_\_\_\_  
Application # \_\_\_\_\_  
Name of City of Las Vegas Inspection Supervisor: \_\_\_\_\_ Telephone # \_\_\_\_\_

**BEFORE A PERMIT CAN BE ISSUED:** The Owner or Owner's agent shall obtain special inspection services from a special inspection agency accredited by the International Accreditation Service (IAS) and approved by the Building Official. The owner or owner's agent shall complete two (2) copies of this agreement and the attached scope of work for special inspections.

**APPROVAL OF SPECIAL INSPECTORS:** Each special inspection agency shall be accredited by IAS and approved by the Building Official prior to permit issuance and prior to performing any duties. Special inspectors shall display approved identification, as stipulated by the Building Official, when performing the function of a special inspector.

Special inspection and testing shall meet the minimum requirements of IBC Chapter 17.

All sections and chapters are from the 2003 International Building Code.

### A. Duties and Responsibilities of the Special Inspector and Special Inspection Agency:

#### 1. Observe work

The special inspector shall observe the work for conformance with the Building Department approved (stamped) design drawings and specifications and applicable workmanship provisions of the IBC.

#### 2. Report non-conforming items

The special inspector shall bring non-conforming items to the immediate attention of the contractor and note all such items on the daily report. If any item is not resolved in a timely manner or is about to be incorporated in the work, the special inspector shall immediately notify the Building Department by telephone or in person, notify the engineer or architect, and post a discrepancy notice.

#### 3. Furnish Daily reports

On request, each special inspector shall complete and sign both the special inspection record and the daily report form for each day's inspections to remain at the job site with the contractor for review by the Building Department's inspector.

#### 4. Furnish weekly Reports

The special inspector or inspection agency shall furnish weekly reports of tests and inspections directly to the Building Department, project engineer or architect, and others as designated. These reports must include the following:

- a. Description of daily inspections and tests made with applicable locations;
- b. Listing of all non-conforming items;
- c. Report on how non-conforming items were resolved or unresolved as applicable; and
- d. Itemized changes authorized by the architect, engineer and building department if not included in non-conformance item.

#### 5. Furnish final report

The Special inspector or inspection agency shall submit a final signed report to the Building Department stating that all items requiring special inspection and testing were fulfilled and reported and, to the best of his/her knowledge, in conformance with the approved design drawings, specifications, approved change orders and the

applicable workmanship provisions of the IBC. Items not in conformance, unresolved items or any discrepancies in inspection coverage (i.e., missed inspections, periodic inspections when continuous was required, etc.) shall be specifically itemized in his report. Final report shall be reviewed, signed and stamped by the principal of the special inspection agency who is a registered design professional (civil or structural engineer) in the State of Nevada.

## **B. Contractor's Responsibilities**

### **1. Notify the special inspector**

The contractor is responsible for notifying the special inspector or agency regarding individual inspections for items listed on the attached schedule *and* as noted on the Building Department approved plan. Adequate notice shall be provided so that the special inspector has time to become familiar with the project.

### **2. Provide access to approved plans**

The contractor is responsible for providing the special inspector access to approved plans at the job site.

### **3. Retain special inspection records**

The contractor is also responsible for retaining at the job site all special inspection records submitted by the special inspector, and providing these records for review of the Building Department's inspector upon request.

### **4. Seismic force resisting systems, designated system or component**

Contractor's Statement of Responsibility per Section 1705.3 of the 2003 International Building Code, where required:

To comply with the requirements of Section 1705.3, the contractor acknowledges the following:

- The company is aware of the special requirements contained in the quality assurance plan prepared by the engineer of record or the registered design professional per the requirements of Section 1705.2 of the 2003 IBC.
- Control will be exercised to obtain conformance with the construction documents approved by the Building Official.
- The company has procedures for exercising control within our organization, the method and frequency of reporting and the distribution of reports.
- The company has the qualified personnel to exercise such control.

## **C. Engineer of Record's responsibilities:**

1. Specify on the project plans and specifications all items requiring special inspections, including periodic inspections in accordance with Chapter 17.
2. Prepare a quality assurance plan for the design of each designated seismic system in accordance with Section 1705.2.
3. Conduct structural observations as required by Section 1709. All final reports to be submitted to the Building Official.

## **D. Owner's responsibilities:**

1. Obtain and fund special inspection services by contract with an agency approved by the City of Las Vegas.
2. Submit the signed SI-3 and SI-6 to the Building Official prior to permit issuance
3. Obtain and fund structural observation by engineer of record as required by Section 1709.

## **E. Scope of Work:**

All work falling within the categories identified on the attached addendum (SI-6) shall be inspected and/or tested in accordance with the provisions of Chapter 17 of the International Building Code.

F. No testing services will be performed by the City of Las Vegas. The owner or owner's agent is responsible for obtaining all testing services from a testing agency approved by the Building Official. The special inspector shall observe the testing work.

I have read and agree to comply with the terms and conditions of this agreement.

Owner: \_\_\_\_\_ Date: \_\_\_\_\_

By: \_\_\_\_\_ Print Name: \_\_\_\_\_

Special  
Inspection Agency: \_\_\_\_\_ Date: \_\_\_\_\_

By: \_\_\_\_\_ Print Name: \_\_\_\_\_

Contractor: \_\_\_\_\_ Date: \_\_\_\_\_

By: \_\_\_\_\_ Print Name: \_\_\_\_\_

Sub-consultant: \_\_\_\_\_ Date: \_\_\_\_\_

(if any)

By: \_\_\_\_\_ Print Name: \_\_\_\_\_

☐ Engineer of Record: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature required if box is checked)

By: \_\_\_\_\_ Print Name: \_\_\_\_\_

☐ Owner: Check and sign here if you want the SI agency to perform all inspections for walls, fences, or retaining walls (non-building applications).

By: \_\_\_\_\_ Print Name: \_\_\_\_\_

Names of Special Inspectors:  
(Indicate scope of work)

Prime Agency \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Sub-consultant \_\_\_\_\_

\_\_\_\_\_

**The Prime Agency accepts full responsibility for the work, actions and performance of the sub-consultant.**

RECEIVED FOR THE CITY OF LAS VEGAS BUILDING DEPARTMENT

By: \_\_\_\_\_ Date: \_\_\_\_\_

Structural Plans Examiner